



**Arkansas Department
of Health and Human Services**
Division of Child Care and Early Childhood Education
Program Development and Public Pre-K Education



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MEMORANDUM

Date: March 13, 2006

To: All ABC Programs

From: Paul Lazenby

Subject: SUMMER TRAININGS I

To plan vacations and other summer trips, many of you have inquired as to dates this summer that we will be having training for ABC. In this memo, I have outlined the required trainings, who is required to attend and how to register. PLEASE READ THROUGH THE INFORMATION CAREFULLY BEFORE REGISTERING FOR TRAINING.

1. ENVIRONMENTAL RATING SCALE (ECERS, ITERS, FDCRS)

For center-based programs, every classroom teacher (one per classroom) shall be required to attend a one-day training on the environmental rating scale. This training will familiarize the teachers with the scale, how it is used and interpreted by program monitors and the format for program reviews in the coming year. The training will allow time for small group interaction and discussion. Center-based programs shall send one (1) teacher per ABC classroom to this training. (No paraprofessionals please.) Coordinators should **not** attend unless they are teaching in a classroom. We will have an ECERS component with our coordinator training sessions (See #3 on next page).

ERS trainings will be from 8:30 a.m. until 4:30 p.m. with a one-hour lunch (on your own). Attendees should bring a notebook, calculator and pen/pencil. For the ECERS training, you will also need to bring your ALL ABOUT ECERS book and Rating Scale Manual. (For ITERS and FDCRS, books will be available for you at the training.)

Three different locations are available for this training:

DEPARTMENT OF HEALTH AND HUMAN SERVICES
1st floor Conference Rooms A & B, 700 Main Street, Little Rock

ECERS (Preschool): July 10, 11, 12, 13 or 27 (Choose 1 day)
ITERS (Infants-Toddler): July 26
FDCRS (Family Home): July 28

ASU CHILDHOOD SERVICES
615 University Loop, Jonesboro

ECERS (Preschool): July 17, 18 (Choose 1 day)

JONES CENTER FOR FAMILIES
922 East Emma, Springdale

ECERS (Preschool): July 20, 21 (Choose 1 day)

2. BUDGET TRAINING

A representative from each program who is responsible for budgeting and ABC financial matters is required to attend a one-day budget training session which will help you finalize your budget for the 2006-07 year and become familiar with all of the forms required. Trainings will be held from 9:00 a.m. until 3:30 p.m. with a one-hour lunch (on your own). Bring a copy of your 2006-07 budget, pen/pencil and a calculator.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
1st floor Conference Rooms A & B, 700 Main Street, Little Rock

June 19, 23, 26, 30 (Choose 1 day)

3. ABC COORDINATOR TRAINING

ABC Coordinator Training will be an overview of the entire ABC program, including reporting requirements, eligibility, enrollment and program monitoring (ECERS) procedures. It is required training for all ABC program coordinators at each agency. Trainings will be held from 9:00 a.m. until 3:30 p.m. with a one-hour lunch (on your own).

DEPARTMENT OF HEALTH AND HUMAN SERVICES
1st floor Conference Rooms A & B, 700 Main Street, Little Rock

July 17, 21, 24, 31 (Choose 1 day)

4. COPA

Child Outcome, Planning and Assessment (COPA) training will show teachers and coordinators how to utilize the web-based ABC database system to report enrolled children and maintain demographic data for families. This training is MANDATORY for any new ABC teacher/coordinator who is responsible for enrollment. If your teachers or coordinators have already attended COPA training, they do not need to attend this year unless they need a refresher course. Trainings will be held from 9:00 a.m. until 3:00 p.m. with a one-hour lunch (on your own). Please bring something to write with.

METROPOLITAN CAREER TECHNICAL CENTER
7701 Scott Hamilton Drive, Little Rock

June 13, 14, 15, 20, 21, 22 (Choose 1 day)

Additional COPA trainings will be scheduled, and those dates will be sent in Summer Training Memo II.

5. WORK SAMPLING

Work Sampling training dates will be included in the SUMMER TRAINING II memo, which will be sent to you in the coming weeks.

TRAINING REGISTRATION

To register for any of these trainings, call or e-mail your Data Specialist:

Northwest Arkansas, No. Little Rock School District, Pulaski Co. Special School District:

Pamela Pennington (Pamela.Pennington@arkansas.gov) 501-683-4600

Southwest Arkansas and Little Rock School District:

Barbara Barrows (Barbara.Barrows@arkansas.gov) 501-682-2314

Northeast Arkansas and Central Arkansas private providers:

Linda Kye (Linda.Kye@arkansas.gov) 501-683-0972

Southeast Arkansas:

Kathy Miles (Kathy.Miles@arkansas.gov) 501-683-4741